



2014 Summer Internship Announcement

May 15, 2014 – August 15, 2014

20 Hours per week

Unpaid Position

Chesterfield County is currently seeking qualified candidates for an internship opportunity in the Department of Human Resource Management. The Department of Human Resource Management (HRM) administers comprehensive programs aiming to attract, motivate, and retain an efficient, diverse and productive work force. HRM provides programs and services to a work force of approximately 3,452 full-time employees and 1,038 part-time/temporary staff, primarily responsible for providing government services to our citizens.

Position Description: Assists with the Employee Engagement Survey project, including generating and analyzing reports, meeting with Department Directors, and communicating with employees. Other projects will include assisting with the Diversity Advisory Committee and Family Work Life Committee projects, as well as additional Human Resource assignments.

Summary of Qualifications: Candidates must be enrolled as undergraduate juniors, seniors, or those in a graduate program, and have a minimum grade point average (GPA) of 2.8. Human Resource, Business Management, and Public Administration majors are appropriate placements in HRM. An understanding of Human Resource Management is preferred. Must have an ability to work at all levels within the organization and to analyze and interpret data. Successful completion of a fingerprint-based criminal history check and pre-employment drug screen required.

For consideration of this opportunity, candidates must fulfill the application requirements, listed on our website at www.chesterfield.gov/internships, by March 14, 2014.

Chesterfield County is an Equal Employment Opportunity employer.